



## Building Template

No.	Building Field	Description	Instructions	Data Type / Field Length
1.	Development Number	The code that HUD uses to uniquely identify developments managed by a Housing Authority.	Should not be blank.  Should be a valid Development number in PIC.  Character position 1- 5 is the Participant Code, character position 6 - 8 Development Number and character position 9 -11 optional suffix.	Alphanumeric  Max 11
2.	Building Number	The code that uniquely identifies a building structure.	Should not be blank.	Alphanumeric  Max 6
3.	Building Entrance Number	The code that uniquely identifies a building entrance within a development / building.	Should not be blank.  If only a single Building Entrance enter "1".  The particular entrance corresponds to a unique postal address.	Alphanumeric  Max 3
4.	Building Name	The name of the building.	Optional.	Max 50
5.	Building Type Code	Provides a description of the architecture of a building or building entrance.	Should not be blank.  The allowable values are: <ul style="list-style-type: none"><li>• ES - Elevator Structure</li><li>• RW - Row or Townhouse Style</li><li>• SD - Semi Detached</li><li>• SF - Single Family/Detached</li><li>• WU - Walkup/Multifamily Apt.</li></ul>	Max 5
6.	Floor Count	The number of floors in the building where units that can be occupied exist.	Should not be blank.	Integer
7.	Total Unit Count	Number of units within a building or building entrance.  This total includes non-dwelling, and merged units.  This total does not include fully demolished or disposed units.	Should not be blank.  In the units template, the number of units assigned to this particular building cannot exceed this count.	Integer
8.	Construction Date	The completion date of the development.	Optional.  A valid date in the format MM/DD/YYYY. The date should not be greater than the current date.	Date



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9.	Comment Text	General comments about the building or building entrance.	Optional. General comments about the building or building entrance.	Max 255
10.	Address Line1 Text	Number (Building or Building Entrance)	Should not be blank.	Alphanumeric Max 255
11.	Address Line2 Text	Street (Building or Building Entrance)	Optional.	Max 255
12.	City Name	City (Building or Building Entrance)	Should not be blank.	Max 50
13.	County Name	County (Building or Building Entrance)	Should not be blank.	Max 50
14.	State Code	State (Building or Building Entrance)	Should not be blank. A valid two-character code to identify the state.	Max 2
15.	Basic Zip	Zip code (Building or Building Entrance)	Should not be blank.	Numeric Max 5
16.	Zip Extension Code	Zip code suffix (Building or Building Entrance)	Optional.	Numeric Max 4



## Unit Template

No.	Unit Field	Description	Instructions	Data Type / Field Length
1.	Participant Code	The code that HUD uses to uniquely identify individual Housing Authorities.	Should not be blank.  Should be a valid Participant Code.	Alphanumeric  Max 5
2.	Development Number	The code that HUD uses to identify all developments that belong to the housing authorities.	Should not be blank.  Should be a valid Development Number in PIC.  Character position 1-5 Participant Code, character position 6 - 8 Development Number and character position 9 -11 optional suffix.	Alphanumeric  Max 11
3.	Building Number	The code that uniquely identifies a building structure within a development.	Should not be blank.  Should be unique across developments.	Alphanumeric  Max 6
4.	Building Entrance Number	The code that uniquely identifies a building entrance within a development / building.	Should not be blank.  If only a single Building Entrance enter "1".  The particular entrance corresponds to a unique postal address.	Alphanumeric  Max 3
5.	Unit Number	Unit number within a building (e.g., Apt #).	Should not be blank.	Alphanumeric  Max 10
6.	SSN Head	The social security number of the head of the household for each unit.	Optional.  Should be blank if the Unit Status Type code is VAC (Vacant) or the Unit Type is ND (Non-Dwelling) or MU (Merged Unit).	Numeric  Max 9
7.	First Name	First name of head of household occupying unit.	Optional.  Should be blank if the Unit Status Type code is VAC (Vacant) or the Unit Type is ND (Non-Dwelling) or MU (Merged Unit).	Alphanumeric  Max 25
8.	Last Name	Last name of head of household occupying unit.	Optional.  Should be blank if the Unit Status Type code is VAC (Vacant) or the Unit Type is ND (Non-Dwelling) or MU (Merged Unit).	Alphanumeric  Max 35



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No.	Unit Field	Description	Instructions	Data Type / Field Length
9.	Occupancy Date	The date that a tenant occupies a unit. This date must be the later of the lease date or move-in date.	Optional.  A valid date in the format MM/DD/YYYY.  Should be blank if the Unit Status Type code is VAC (Vacant) or the Unit Type is ND (Non-Dwelling) or MU (Merged Unit).	Date
10.	Door Number	The code that is used to uniquely identify each unit within a specific building.	Optional.	Alphanumeric Max 5
11.	Floor Number	Refers to the floor number on which each unit is located within a building.	Should not be blank.  This value should be (1) for the following building types: <ul style="list-style-type: none"><li>• RW - Row or Townhouse Style</li><li>• SD - Semi Detached</li><li>• SF - Single Family/Detached</li></ul>	Alphanumeric Max 3
12.	Bedroom Count	Number of bedrooms in a unit.	Should not be blank.  Should be greater than or equal to zero.	Integer
13.	Unit Tenant Type	Indicates the type of tenant who is occupying the unit.	This field should not be blank if the unit status type is OCC (Occupied): <ul style="list-style-type: none"><li>• EM - Employee</li><li>• LE - Law Enforcement</li><li>• RT - Regular tenant</li></ul> Should be blank if the unit type is ND (Non-Dwelling) or MU (Merged Unit).  Should be blank if the unit type is EM or LE and it does not require a HUD - 50058 Form.	Max 5
14.	ACC Unit Ind.	Indicates whether a unit qualifies under the Annual Contribution Contract (ACC) program.	Should not be blank.  Must be either Y or N.	Max 1
15.	Unit Details Complete Ind.	Indicates that the unit information which is being uploaded in the spreadsheet is complete and ready to be submitted to HUD for approval.	Should not be blank.  This column should always be set to Y.	Max 1



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<b>No.</b>	<b>Unit Field</b>	<b>Description</b>	<b>Instructions</b>	<b>Data Type / Field Length</b>
16.	Unit type	Indicates the type of unit that is being uploaded.	<p>Cross check in the code table if such a code exists.</p> <p>The allowable values are:</p> <ul style="list-style-type: none"><li>• FA - Family Unit</li><li>• EL - Designated as Elderly Unit</li><li>• ND - Non-Dwelling</li><li>• MU - Merged Unit</li></ul>	Max 5